



POSITION OPEN

SENIOR CENTER COORDINATOR Corryton Senior Center

3825-001

PURPOSE OF CLASSIFICATION: The purpose of this classification is to supervise, plan and direct the leisure activities and staff of the Senior Center ensuring the effectiveness and safe management of the facility and its programs. Duties include, but not limited to; reviewing work of subordinates for completeness and accuracy; overseeing the planning and implementation of events, schedules, volunteers, classes, facility maintenance and assesses the needs of the senior community; and performing other duties as assigned by the Director of Senior Services. This position requires working nights and some weekends.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Schedules, plans and oversees planning and implementation of events and activities for maximum participation. Directs recreation programs for the Senior Center. Supervises operations, assigns work schedules and supervises assigned staff. Receives reviews, prepares, and/or submits various records and reports including contacts, invoices, personnel forms, news releases, calendars, newsletters, budget documents, and performance appraisals. Directs the volunteer program, staffing and planning. Prepares and distributes monthly newsletters to contacts listed on the database and publication on the web site. Represents the center and Knox County, makes presentations at community, committee and board meetings.

ADDITIONAL JOB FUNCTIONS: Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in related field required; with two (2) to four (4) years previous experience, or related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Applicants must have a valid Tennessee Drivers License and be proficient in Microsoft Office and knowledgeable in Publisher. Certification as a lifeguard and in CPR preferred.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as personal computers, printers, calculator, VCR and monitor, multi-line telephone, and photocopiers. Must be able to use body members to work, stand, walk, pull, push objects, kneel, climb, move or carry objects or materials (25 to 50 lbs). Physical demand requirements are at levels of those for sedentary work.

SALARY: \$31,140.30 annually

DEADLINE: Applications must be received in the office by November 19, 2009 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO:

Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.